



eOPF Quick Reference

What to Expect When You Transfer to a New Agency

Summary

A transfer occurs when an employee moves to a different agency. The employee's electronic Official Personnel Folder (eOPF) transfers from his or her current agency, the "losing" agency, to their new one, the "gaining" agency. No action is required from the employee during this process. This guide is a reference for employees who are, or will be, transferring to a new agency. It contains the answers to frequently asked questions about the transfer process.

Part 1: Before the Transfer

Do I need to print or save my eOPF before the transfer occurs?

You are not required to print or save your eOPF before it transfers to the gaining agency. If you do print or save your eOPF, be aware of the security risks associated with personnel documentation containing Personally Identifiable Information and store it in a secure location.

What if there are documents that I don't want to be transferred?

Unfortunately, you will not be able to choose which documents from your eOPF are transferred to your new agency. The Human Resources (HR) office follows specific federal guidelines for document transfer.

Part 2: During the Transfer Process

How long will the transfer take to complete?

Transferring an employee's eOPF requires action by HR personnel from both the gaining agency and the losing agency, which may cause the process to take weeks to complete. You can contact the gaining agency's HR servicing office for updates on the progress of your transfer.

Who is my contact during this process?

Before the transfer, you should contact the HR servicing office of the losing agency for assistance. Once the transfer process begins, the HR servicing office of the gaining agency is your point of contact for eOPF matters.

Will I be able to access my eOPF during the transfer?

Once the transfer request is submitted, you will not be able to access your eOPF until the process is completed and you have retrieved your login information for your new agency's eOPF instance.

Part 3: After the Transfer Is Complete

How soon after the transfer can I see my eOPF at my new agency?

Once the losing agency transfers the eOPF to the gaining agency, your documents will appear in your new agency's eOPF instance immediately. However, you will require login information for your new agency's eOPF instance.

Will I have the same eOPF User ID at my new agency?

Your eOPF User ID and Password are not transferrable to a gaining agency. You will receive a new User ID from the gaining agency. For help with requesting a new password and resetting your security questions, contact your HR servicing office or refer to the "Quick Reference: Employee Self Service Feature for Login ID and Password Retrieval for New Users" document on the eOPF Toolkit.